



NEWSLETTER

Bringing personnel news to our City workforce.

Mufi Hannemann, Mayor
City & County of Honolulu

February 2008, No. 08-2

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Department of Human Resources

Political Campaigning? Not on City Time

(An article from the City's Ethics Commission)



Do you want your tax dollars used to bolster someone's political career? I didn't think so. Neither do the rest of Honolulu's taxpayers.

DON'T Use Public Resources for Campaigns

It is unlawful to use any City resource to aid or support any political campaign. Remember, anything paid for by taxpayers is a City resource: your time, computers, telephones, fax machines and copiers, supplies, facilities, email and so on.



- **DON'T** conduct any political fundraising or campaign activities while on compensated City time.
- **DON'T** ask another employee to sell fundraiser tickets, contribute money, hold signs, canvass, or do other campaign chores.
- **DON'T** ask another employee to vote for a specific candidate.
- **DON'T** use City phones, copiers, fax machines, stationery, etc. for political or fundraising activities.
- **DON'T** distribute campaign information through the City's email or internal mail systems.
- **DON'T** place campaign literature on employee bulletin boards or on any government premises.



DO Campaign on Your Own Time and with Private Resources

Misuse of City resources for political campaign purposes may subject you to discipline, including termination. If you would like more information on this topic, read our *Guidelines on Campaign Activities* at www.honolulu.gov/ethics.

Contact the Ethics Commission at 768-7786 or ctotto@honolulu.gov. It's fast, free and confidential.

COMMUTER CHOICE PRE-TAX BENEFIT IS AVAILABLE

The federal **Commuter Choice Pre-Tax Benefit** is available to all City employees. **What is it?** You may designate as a pre-tax item your monthly City parking fee, bus pass or mass transit fees via payroll deduction. The monthly cost is deducted from your gross salary in advance and transmitted to the respective transit company. Mass transit alternatives include: TheBUS, LOTMA, Vanpool Hawaii, and TheHANDI-VAN. Other transit alternatives may be added as they become available. You must complete the appropriate forms.



Since pre-tax deductions will decrease total taxable income, you may want to consult with your tax advisor to determine the impact the pre-tax approach may have on your social security benefits and deferred compensation contributions.

How can I enroll or cancel? Contact your department personnel office.



What if your parking fees are already deducted through payroll deduction? Complete the pre-tax election form that you can obtain from your department personnel office. ■



Flexible Work Hours Program

Each department based on operational requirements can administer a **Flexible Work Hours Program***. This program provides eligible employees the opportunity to establish work hours within specified parameters. (*This is not the same as an alternate work week schedule or alternate work week program.)

Flexible work hours can improve employee working conditions; help ease peak hour traffic; and accommodate an employee's work and family needs.

While each department head has the authority to implement the program, there are certain situations which may preclude participation in a flexible work hours program including:

- Employees who work on a pre-scheduled shift work basis;
- Employees who must report at a pre-set time and place for transportation to work sites;
- Employees who work in a crew situation where all members of the crew must necessarily start and end work at the same time; and
- Other employees whose work circumstances do not permit deviation from pre-set working hours.

If you need more information regarding the program and your eligibility, please check with your personnel officer.

Update Your Personal Information



If you have a new mailing address, complete a "Notification of Address Change" **eform**. The form is available via the **City's intranet eforms** under "BFS FORMS". Complete the form and submit it to your department personnel office. If you do not have access to the City's intranet, contact your department personnel office for a form.



City Job Information On-Line

<http://www.honolulu.gov/hr/index.htm>

Visit our website and click on the "JOBS" link to view our current job opportunities and apply on line.

For promotional job opportunities, click on the "PROMO JOBS" link and scroll down to view promotional opportunities for City employees. ■



CALLING ALL COLLEGE STUDENTS ARE YOU LOOKING FOR SOME SUMMER FUN? BE A CITY SUMMER STUDENT AIDE!

If you: Enjoy working with children; are responsible, enthusiastic & organized; are a high school graduate or equivalent; have successfully completed at least one year of college (24 credits) by June 2008 and intend to continue towards an associate, bachelor's or graduate degree; are currently enrolled in college at least half-time, or intend to continue in Fall 2008.

APPLY NOW!

Student Aide II – Recreation: \$9.00/hour

Returning Student Aides should apply for:

Student Aide III – Recreation: \$10.50/hour (new rate)*

*New rate for Student Aide III (Recreation) only for Department of Parks and Recreation jobs.

On-line applications are available at: <https://www4.honolulu.gov/cityhallonline/>. No hard copy applications will be accepted.

Free Computer access available at:

- Department of Human Resources, 650 South King Street, 10th Floor
- Computers in Parks Program <http://www.honolulu.gov/parks/online/index.htm>
- Hawaii State Libraries

For more information, call 768-3044.

CITY & COUNTY OF HONOLULU
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February 2008